

*City of York Board of Architectural Review*  
*Minutes*  
*September 9, 2019*

Members present:

Acting Chairperson Beth Bailey  
Linda Lowman  
Gene Gaulin  
Quinn Witte  
Gary Stewart  
A. Lee McLin

Members absent:

Diane Hanlon

Others present:

Planning Director Breakfield  
Zoning Administrator Blackston  
City Manager Duncan

Chairperson Bailey called the meeting to order at 6:30 p.m.

**The first item of business** was approval of the draft Minutes from the April 1, 2019 meeting. Upon a Motion by Gene Gaulin, seconded by Gary Stewart, the Board unanimously approved the Minutes as submitted.

**The second item of business** was consideration of a certificate of appropriateness (COA) application for signage at 13 North Congress Street (Why Knot Shop & Design).

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by Gene Gaulin, seconded by Linda Lowman, the Board unanimously approved the application as submitted.

**The third item of business** was consideration of a certificate of appropriateness (COA) application for window replacements at 213 East Liberty Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by Quinn Witte, seconded by Linda Lowman, the Board unanimously conditionally approved the application stating the replacements must be 6 panes over 1 pane.

**The fourth item of business** was consideration of a certificate of appropriateness (COA) application to build a fence at 316 North Congress Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by Quinn Witte, seconded by Linda Lowman, the Board unanimously conditionally approved the application stating the fence must be black aluminum or appropriate wood and no greater than 48 inches in height.

**The fifth item of business** was consideration of a certificate of appropriateness (COA) application for landscaping at 212 East Jefferson Street (McCelvey Center).

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by Gene Gaulin, seconded by Gary Stewart, the Board unanimously approved the application as long as the shrubs were listed in our HDCDS and are appropriately scaled.

**The sixth item of business** was discussion of the upcoming Orientation Training Part 2 as well as make-up day arrangements.

**The seventh item of business** was discussion of the attendance policy for Board members.

Per the direction of City Council, Planning Director Breakfield advised the Board that members missing (3) three consecutive meetings with unexcused absences would no longer be allowed to serve on the Board of Architectural Review.

**The eighth item of business** was discussion of a proposed certificate of appropriateness (COA) application to be submitted later for a roof replacement at 21 East Liberty Street (York County Public Library).

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application lacks significant information to determine compliance with the HDCDS.
3. The applicant indicated the he nearly wanted to gain conceptual approval on certain issues before submitting a final COA application.

After discussion and upon a Motion by Linda Lowman, seconded by Gary Stewart, the Board unanimously requested that when submitting a final COA application, the beveled edge should be wood, seamless gutters should look like the existing gutters and the existing fascia should be caulked and repainted.

There being no further business, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

C. David Breakfield, Jr. AICP, MCP  
Planning Director

cc: File, Board of Architectural Review 9/9/19  
Seth Duncan, City Manager